

CITY OF BISMARCK
PUBLIC WORKS DEPARTMENT



SNOW & ICE CONTROL PLAN

MISSION STATEMENT

To provide access for residents and visitors of the city as they go through their daily routines of school, work, and shopping, as well as the need to take care of any emergencies that may arise in a quick, convenient, safe, and comfortable manner for all population groups in the community with a minimum of harmful effects to the environment.

The City of Bismarck

Public Works Department

2005

Revised 2010, 2011, 2013

FORWARD

The purpose of this Snow and Ice Control Plan is two-fold: (1) to provide the general public and city officials with an insight into the complexity of snow and ice control operations; and (2) to summarize policies and procedures which are followed by city personnel.

This plan addresses four areas of concern: Level of Service, Priorities, Operations Procedures, and Quality Assurance.

Level of Service is controlled by balancing resources committed to the public's willingness to pay for this service.

Setting Priorities recognizes that streets cannot all be cleared simultaneously.

Operational Procedures are aimed at implementing the plan as effectively and efficiently as possible.

Quality Assurance summarizes our ongoing attempts to improve on our methods of snow and ice control.

Snow and ice control is a matter that is taken very seriously. It is an area that involves safety, liability, economic, and energy conservation issues.

Snow and ice control is addressed as an uncertain activity. The weather forecast is always taken into consideration. If the wind is blowing or will start blowing soon and the direction and velocity of it, how much snow is already on the ground and how much more will fall, will the snow melt in the next few days and how much moisture is contained in the snow are all variables that have to be considered. In following our snow plan we are always aware of the changing conditions and endeavor to tailor our response during each snowfall to obtain the best results.

To accomplish our goals we have tried and/or investigated many methods and theories of how to obtain the best results. We feel confident that the methods we use for snow and ice control are the very best for our city using all resources available to us, but at the same time we are continually looking for better ways to accomplish snow and ice control.

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LEVEL OF SERVICE

A snow and ice control program includes varying levels of service for city streets, depending on a variety of factors such as traffic volumes, emergency access, public safety and available equipment. A list of available equipment is provided in Appendix I.

The primary objective of the Public Works Department is to provide for the safe and orderly movement of vehicular traffic throughout the City during all weather conditions including severe winter storms. Although city streets, including major arterials, may be temporarily closed during extremely severe conditions, the Department will use available resources to prevent closing or to keep the duration of closures to a minimum. Although the Public Works Department strives to keep all lanes of traffic moving, during extreme conditions travel may be limited to one lane of vehicular traffic in each direction.

Recognizing that it is not possible for the Department to remove all the snow from all the streets concurrently, the level of service to be provided is summarized below:

The Public Works Department shall use available resources to keep public streets in the city open for vehicular travel during all but the most severe weather conditions. After most snowfalls we will strive to plow curb to curb to accommodate parking and to allow for better drainage when the snow melts.

When extreme weather conditions severely restrict or halt traffic movement, the Department will operate continuously. Crews will adjust their shifts so that plows are running 24 hours a day, seven days a week if necessary. This may mean shifts of 12 hours or longer for the equipment operators.

The City is divided into 7 sections and we disperse one motor grader and one loader to each area where they operate in the order of priority as established in this plan.

When conditions warrant, we utilize personnel from other departments within the Public Works Department. We commonly use equipment operators, truck drivers, and mechanics from the Solid Waste Division, Street Lights and Traffic Signal division, Fleet Services and Forestry Division. Part time help is hired to drive dump trucks used for snow hauling and sanding, and to clear sidewalks. This help frees our experienced equipment operators to operate the more technical snow fighting equipment.

These operations will continue, although the level of effort may decline as progress is made on the priority list, until vehicular traffic movement has been restored to a safe and acceptable level throughout the City.

In order to assist the efforts of the Department, property owners or building occupants are prohibited from placing snow and ice on public streets and alleys. Driveways, alleys, and parking spaces must be cleared so that snow and ice from such areas are not placed in the public streets. (See Ordinance No. 10-03-04 number 3, Appendix II.)

PRIORITIES

The City of Bismarck receives an annual average snowfall of 38 inches. Snowfall is often accompanied by winds in excess of 40 mph and subzero temperatures. This plan recognizes that it is not possible to remove all of the snow simultaneously from all of the streets.

In setting priorities we consider many things, among them if schools are in session, if people are working at places with a large number of employees, or if other businesses are open or events are in town which create large volumes of traffic on certain streets. The time of day or day of the week will also affect which areas require priority. In developing our priorities we also consider which streets should be on the snow emergency routes so that all areas of town are within reasonable distance of a passable street; locations of emergency facilities and schools; arterial routes which are heavily traveled streets. Priorities must be established so snow emergency routes and other major arterials are cleared first in order that vehicular traffic may continue to move safely and efficiently on the City's street network.

In order to obtain the best results the Public Works Department maintains close contact with the Weather Bureau and also has personnel continually checking the streets. We also check out any calls for plowing or sanding that are received from the public, the Police Department, and employees of our city departments.

This plan establishes and defines the following priorities (See Appendix iii for color coded maps):

A. PRETREATMENT OF EMERGENCY ROUTES AND MAJOR ARTERIALS, BRIDGES AND STEEP GRADE STREETS WITH LIQUID ANTI ICING SOLUTION

Prior to the arrival of a snow storm, ice storm or frost event, Public Works staff will analyze the National Weather Service predicted air temperature, dew point, relative humidity, predicted snow volume, wind speed, rain and freezing rain potential. If conditions are favorable for ice buildup on roadways, city crews will apply an anti-icing product to road surfaces to help alleviate the bonding of ice to roads, bridges, steep grades and intersections of emergency routes and major arterials.

B. SNOW PLOWING

PRIORITY 1: Snow Emergency Routes (Red)

Streets designated as snow emergency routes and signed as such with specific road signs placed within the street right-of-way are given Priority One designations as they provide a network system for emergency services operations. These streets have been carefully chosen to create a grid system for ingress and egress from each area of town thereby enabling emergency travel to all streets.

The city is divided into 7 plowing sections. Each section has a motor grader, a loader, and a sander truck working in it. Plows move into these areas as soon as there is enough snow to warrant plowing. Generally 3" of snow means plowing will start, though the weather conditions

may change this. With these street cleaned we are able to insure police, fire, and ambulance crews access to any emergency situation.

The purpose of this designation and signage is to alert the public that these streets are to be kept clear of parked vehicles which may interfere with snow and ice control operations during a declared snow emergency. Vehicles left unattended on the snow emergency routes during a declared emergency will be towed at the owner's expense.

See appendix II for Ordinance No. 10-02-01 and 10-02-04 covering snow emergencies and No. 10-02-01 and 10-02-02 for Streets covered and signing authorization. See appendix IV for procedures used by our Department when a Snow Emergency is declared.

PRIORITY 2: School Routes, Major Arterials (Yellow & Blue)

As soon as the snow emergency routes are cleared all units move onto routes in their respective section around fire stations, hospitals, other emergency services, schools, and major arterials that are not on the snow emergency route. These streets interconnect high volume streets and complete the major street network. If it is a weekend or holiday, schools will not be done at this time but will be done with regular residential plowing prior to the schools reopening.

PRIORITY 3: Residential and Downtown Street

a. RESIDENTIAL STREETS

Once priority one and two streets are cleared and open, plow units move into residential streets in their sections, concentrating first on the areas with the heaviest traffic and worst conditions. Generally we plow these residential streets if 4 or more inches of snow have fallen. Under most conditions these streets are cleaned within 24 to 36 hours of the end of the storm.

b. DOWNTOWN STREETS

As the plows move into the residential areas, one front end loader with plow attached will move into the downtown area and move snow into the parking lanes on those streets that haven't already been plowed due to their designation as an emergency or Major Arterial route. Downtowners are encouraged to clean their sidewalks at this time and move that snow into the parking lanes where it remains until the snow is loaded into trucks with a snow blower and hauled away.

PRIORITY 4: Public Works owned sidewalks

We are responsible to keep the sidewalks around city owned properties clear. Crews assigned to this task operate snow blowers and brooms and start as soon as the priority 2 streets are being plowed.

PRIORITY 5: Alleys and Cleanup

a. ALLEYS

Alleys that are needed for access to homes and businesses are either done by the Street Division after all the streets have been plowed or done by the Solid Waste Division. The Solid Waste Division will plow blocked alleys on the day of garbage collection if that alley is the point of pick up for garbage.

b. CLEAN-UP

After all the streets are open and safe for travel, crews will go back to trouble areas to do such things as widen streets, cutting out snow ridges, and removing snow piles which are obstructing views at intersections. At this point the operators endeavor to remove any traffic hazards that were caused from the storm. We also check out reports we have received of trouble spots or areas that may have drifted shut and handle them appropriately.

NON-PRIORITY

Streets maintained by the North Dakota Department of Transportation do not have a city priority.

C. SALTING/SANDING

Salting and sanding operations may start before, during, after, or independently of other plowing operations, as appropriate. We have a stockpile of sand in the Public Works yard which is mixed with salt. We strive to obtain a 8% salt content in this sand. The salt will keep the sand from freezing so it can be loaded and spread more efficiently. Salt is also stockpiled for application as conditions warrant its use.

We have 14 truck sanders and generally in the winter a two person crew reports to work at 12:00 AM. These individuals are available to start sanding immediately if the need arises. They have telephone and radio contact with the Police Department who notifies them if they see a need for sanding. If conditions warrant, these two employees will call the supervisor who in turn will call in necessary personnel so they can get the critical streets sanded before the heavy morning traffic starts. In addition to this, 24 hours a day, seven days a week, there is someone in contact by cell phone and available to salt and sand and is authorized to call in whatever help is necessary.

Sand trucks are also sent out to each of the seven plowing areas and will salt or sand as necessary after the plows have finished their efforts. Sanders will be dispersed to any troubled area we are aware of. We pay special attention to emergency routes, major streets, busy intersections, school zones and streets in hilly sections of town.

D. SNOW REMOVAL AREAS

Snow hauling out of areas without snow storage starts when priority 1, 2, and 3 are completed and is limited due to the high cost and manpower demands associated with the process. The primary snow removal area is the downtown area but also contains other streets, which due to traffic volumes and inadequate snow storage areas require snow removal. There are approximately 186 blocks that require snow to be hauled out and disposed of. North-South streets are signed for no parking on Monday, Wednesday and Friday and the East-West streets on Tuesday, Thursday and Saturday between 1:00am and 7:00am. During those hours we remove snow from the parking lanes with snow blowers and haul it to snow storage areas. Cars parked on these signed streets during snow removal operations are towed at the owner's expense. (See Appendix ii for Ordinance No. 12-13-23 No. h). In extreme cases we may have to haul snow from some outlying residential areas where there is continual blowing and drifting of snow and snow accumulation becomes too much of a traffic hazard.

OPERATIONS PROCEDURES

For the purpose of snow and ice control the City is divided into seven areas. The maps in Appendix III identify these areas.

In preparation for the snow and ice season the Street Supervisor will:

1. Request fleet services to inspect all sanders and prepare for winter operation.
2. Direct fleet services to have motor graders and front end loaders serviced and made ready for winter operation.
3. Request fleet services to inspect all pre-treatment anti-icing equipment for winter operations.
4. Closely monitor weather developments through the National Weather Service web site.
5. Schedule crews so two people report for duty at 12:00 AM during months subject to winter weather.
6. Alert crews that they may be called back to work at any time, due to possible weather conditions.
7. Order salt and sand for stockpile.
8. Mix sand so it is 8% salt to sand.

When snowfall or freezing rain is possible, the Street Supervisor will direct crews to begin operations when, in the supervisor's opinion, one or more of the following conditions exist:

1. Icing of streets is occurring or likely to occur, creating a hazard to vehicular traffic.
2. Snowfall has accumulated on streets in amounts sufficient to halt or block traffic. This typically means an accumulation of 3" on the emergency routes and 4" on residential streets. Lighter snow amounts will be evaluated and treated with appropriate materials based on road temperature, air temperature and wind speed.

QUALITY ASSURANCE

Our effort to assure the best quality snow and ice control methods is ongoing and we have instituted and tried many procedures to enhance our operations. Following are some things we have recently done.

A. CITY ORDINANCES

Changes were made in City Ordinance 10-02 covering snow emergencies which make it easier to declare an emergency. This ordinance also identifies the streets on the snow emergency route.

City Ordinance number 10-02-05 (Appendix II) allows us to post certain streets in need of snow and ice control with temporary no parking signs for 24 hours before we plan to work on those streets. When the Director of Public Works decides that a certain street is a hazard and impedes movement of emergency or other vehicular traffic he may authorize the use of this provision. Also under this ordinance we are allowed to purchase necessary goods and hire temporary personnel as needed.

City Ordinance number 10-03-04 (Appendix II) covers removal of snow and ice from sidewalks and prohibits the storage of snow from private lots on public property.

City Ordinance 10-05-05 "Placement of Mailboxes" (Appendix II) has been put in place to reduce the problems that mailboxes cause during snow removal. Mailboxes are the responsibility of the property owner to keep clear of snow but when they are placed correctly we can clean the street much closer to the curb without damage to the mailbox. We have been working with the citizens and Post Office on this problem.

B. EDUCATION

Our personnel involved with snow and ice control routinely attend conferences and seminars dealing with the latest methods and technology in snow removal as they are available. Our Street Maintenance Supervisor keeps informed of the latest supplies and equipment to help in the fight to keep the streets clean. Our Director and supervisor check publications dealing with snow removal for ideas and available technology. We also keep in contact with other cities throughout the region to discuss what works and what does not work for them.

C. MEETINGS

At the beginning of each snow season and after each large snowstorm, meetings are held including all snow and ice control personnel. They discuss problems that have arisen and potential solutions to those problems. We also listen to suggestions from the Equipment Operators on how to improve operations in their area.

D. PLANNING AHEAD

We are continually looking at our street system to ensure that the right streets are included in the snow emergency routes, arterials, emergency/school routes, etc.. We also are always looking for better ways to use our manpower and available equipment.

One item that we have invested in and require on new road construction are reflector posts placed along certain curbs where curb damage is very common. These posts make it easier for the operator to see exactly where the curb is to avoid hitting them, thus saving money in the curb replacement budget.

Although snow removal is done in winter, we prepare for it all year. In the summertime, crews fill in low spots in the pavement and repair manholes in order to prevent catching them with the plows during snow removal.

We continue to look for better ways to deliver a quality service to our citizens with an open mind and within the constraints of our budget and feel that our efforts have been successful.

APPENDIX I

CITY OF BISMARCK SNOW AND ICE CONTROL EQUIPMENT

Nine Motor Graders

Nine Front End Loader Snow Plows

Five Snow Blowers

Three 6-cubic Yard Sand Spreaders

Ten 9-Cubic Yard Sand Spreaders

Three Single Axle Trucks with Snow Plows and Sanders with liquid brine applicators

Two Anti-Icing tanks with boom applicators able to be slid in and out of dump trucks

APPENDIX II

CITY OF BISMARCK ORDINANCES

Ordinance No. 10-03-04 #3	Placement of Snow
Ordinance No. 10-02-01	Snow Emergency Routes
Ordinance No. 10-02-02	Snow Emergency Signs
Ordinance No. 10-02-03 & 10-02-04	Snow Emergency Declaration
Ordinance No. 10-02-05	Snow Removal
Ordinance No 10-03-04	Removal of Snow and Ice from Sidewalks
Ordinance No. 10-05-05	Placement of Mailboxes
Ordinance No. 12-13-23 section h	Officers Authorization to Remove Illegally Stopped or Parked Vehicles

CHAPTER 10-02. SNOW EMERGENCY ROUTES

10-02-01. Snow Emergency Routes. The following streets or portions of streets are hereby designated as snow emergency routes:

1. Washington Street - Medora Avenue to Burleigh Avenue.
 2. Seventh Street - Boulevard Avenue to Bismarck Expressway.
 3. Ninth Street - Boulevard Avenue to Bismarck Expressway.
 4. University Drive - Bismarck Expressway to Burleigh Avenue.
 5. 16th Street - Divide Avenue to Broadway Avenue.
 6. Broadway Avenue - 16th Street to Airport Road.
 7. Airport Road - Broadway Avenue to University Drive.
 8. 26th Street - Divide Avenue to Bismarck Expressway.
 9. 11th Street - Divide Avenue to Capitol Avenue.
 10. Capitol Avenue - 11th Street to State Street.
 11. 19th Street - Divide Avenue to Century Avenue.
 12. Century Avenue - Tyler Parkway to Centennial Road.
 13. Tyler Parkway - Valley Drive to I-94.
 14. College Drive - Schafer Street to Divide Avenue.
 15. Schafer Street - College Drive to Divide Avenue.
 16. Divide Avenue - I-94 to Bismarck Expressway.
 17. Ward Road - College Drive to Avenue C.
 18. Avenue C - Griffin Street to Washington Street.
 19. Boulevard Avenue - Washington Street to 22nd Street.
 20. 22nd Street - Boulevard Avenue to Divide Avenue.
 21. Riverside Park Road - The water plant to Memorial Highway.
 22. Memorial Highway - Main Avenue to Hannifin Street.
 23. Front Avenue - Hannifin Street to Ninth Street.
 24. Main Avenue - The Memorial Bridge to Bismarck Expressway.
 25. Bismarck Expressway - Washington Street to Yegan Road.
 26. London Avenue - The waste water treatment plant to Washington Street.
 27. State Street - Skyline Drive to Boulevard Avenue.
 28. Bismarck Expressway - I-94 to Main Avenue.
 29. Ash Coulee Drive - Golden Eagle Lane to Washington Street.
 30. 43rd Avenue - Washington Street to 26th Street.
 31. Centennial Road - Century Avenue to I-94.
 32. Valley Drive - Ash Coulee Drive to Tyler Parkway.
 33. Lockport Street - 43rd Avenue to Calgary Avenue East.
 34. Calgary Avenue East - Lockport Street to State Street.
 35. 6th Street North from Thayer Avenue East to Rosser Avenue East.
 36. Rosser Avenue East from 6th Street North to 10th Street North.
- (Ord. 4732, 10-10-95; Ord. 5015, 11-09-99; Ord. 5352, 9-14-04; Ord. 5561, 11-28-06; Ord. 5703, 01-13-09; 5752, 11-24-09; Ord. 5755, 12-08-09; Ord. 5787 09-28-10; Ord. 6018, 11-26-13)

10-02-02. Snow Emergency Route Signs. Each snow emergency route is to be posted with snow emergency route signs at intervals of one per block or at least one sign each 1000 feet.

10-02-03. Snow Emergency Declaration.

1. When the director of public works or designate determines on the basis of existing weather conditions or a forecast by the U.S. Weather Bureau that a snow emergency declaration is necessary it must be broadcast by local radio and television stations and announced in the official newspaper when feasible.

2. The declaration must include a list of the snow emergency routes on which a parking prohibition is in effect, unless the declaration is in effect for all designated snow emergency routes, in which case the declaration shall so state.

3. The snow emergency declaration and parking prohibition are effective until terminated or modified by the director of public works by public announcement.

10-02-04. Parking on Snow Emergency Route During Prohibition.

1. Following the declaration of a snow emergency and parking prohibition it is illegal to stop or park on any affected route.

2. When a vehicle stalls on a snow emergency route during a parking prohibition the operator has one-half hour to secure the assistance needed to remove the stalled vehicle.

3. Any vehicle parked, stopped or abandoned on a snow emergency route in violation of this chapter may be impounded by the police department.

4. In prosecuting parking violations of this chapter proof that the vehicle listed in the complaint was parked in violation of this chapter and that the defendant was the registered owner of the vehicle, gives rise to a rebuttable presumption that the defendant was the person who parked the vehicle in violation of this chapter.

10-02-05. Snow Removal.

Notwithstanding the authority contained in Section 10-02-03, whenever, in the opinion of the director of public works, accumulated snow and/or ice creates hazardous road conditions or is likely to create hazardous road conditions which impede or are likely to impede the free movement of fire, health, police, emergency or other vehicular traffic or threaten the health, safety or welfare of the community, the director of public works may take the following actions in order to open and maintain the streets:

1. Post certain streets in need of snow removal for no parking. The signs must be posted at the times specified in Section 12-13-23(1) before the snow removal is to occur. Any vehicles parked in violation Title 10 9 of the posting shall be towed to facilitate snow removal.
2. When necessary to maintain the streets in good and safe driving conditions, goods and services may be purchased without complying with chapter 7-01 of this code. The board must be informed of any such purchases at the next following city commission meeting.
3. When necessary to maintain the streets in good and safe driving condition, temporary snow removal personnel may be hired. The board must be informed of any such hiring at the next following city commission meeting.

The City of Bismarck shall use snow gates or other devices to prevent snow, in an amount that prevents usual access, from being plowed or placed into driveways or their openings to public streets. This section shall cover City employees and contract employees. Any additional costs caused by this ordinance shall be paid by the City Sales Tax of the City of Bismarck. This ordinance shall not apply in the event of a snowfall of such magnitude that a snow emergency is declared.

(Ord. 4588, 03-15-94; Ord. 4644, 10-25-94; Ord. 5294, 06-13-00, Initiated Ordinance).

10-03-04. Removal of Snow and Ice.

1. The owner of any lot or parcel of land abutting any sidewalk shall:

- a. Keep the sidewalk clean and unobstructed at all times.
 - b. Remove snow and ice within 24 hours after the snow falls or ice forms, and keep the sidewalk free of ice and snow. Sand may be used to make the area safe for pedestrian travel if removal of ice is impracticable.
2. Should snow and ice not be removed in the manner required, it shall be removed under direction of the Title 10 11 director of public works or city engineer, and costs assessed to the abutting property pursuant to Chapter 40-29, N.D.C.C.
3. A person may not move, dump or deposit by any means any snow or ice accumulated on private property onto any public street, alley, or public right-of-way. This subsection does not prohibit the dumping or deposit of snow or ice accumulated on public sidewalks adjacent to streets and alleys designated and posted as "street cleaning" areas onto streets or alleys so designated.
(Ord. 4123, Sec. 1, 12-30-86; Ord. 4658, 01-10-95)

10-05-05. Placement of Mail Boxes.

1. Poles used for the support of mail boxes, general delivery boxes or receptacles for the delivery of periodicals, fliers or other circulars may not be less than thirty-six inches nor more than forty-eight inches behind the face of the curb. The supporting pole must be set at a height not exceeding thirty-six inches above the grade at the top of the curb. If a street or alley is improved without a curb or gutter Title 10 24 section, the pole location must be measured from the pavement edge.
2. Mail boxes must be placed at least six feet from a fire hydrant.
3. This section may not be construed to be in conflict with the existing requirements for mail box placement established by the postmaster general of the United States Postal Service.

(Ord. 4842, 04-08-97)

12-13-23. Officers Authorized to Remove Illegally Stopped or Parked Vehicles.

1. Officers of the police department may immediately remove a vehicle or direct the removal of a vehicle from a street or highway to a position off the paved or main traveled part of a highway or street when a vehicle is standing upon a highway or street in violation of the provisions of Section 12-13-01.

2. Officers of the police department may immediately remove or direct the removal of a vehicle to a garage or other place of safety:

- a. When a vehicle is left unattended upon any street, highway, bridge, or causeway, or in any tunnel where such vehicle constitutes an obstruction to traffic.
- b. When a report has been made that such vehicle has been stolen or taken without the consent of its owner;
- c. When the person or persons in charge of such vehicle are unable to provide for its custody or removal;
- d. When the person driving or in control of such vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested before a proper magistrate without unnecessary delay.
- e. When a vehicle is parked so as to block any driveway or alley.
- f. When vehicle is parked on a posted "snow emergency" route during a snow emergency.
- g. When a vehicle is parked on any street designated and posted as a "tow-away" zone.
- h. When a vehicle is so parked as to constitute a definite hazard or obstruction to the normal movement of traffic or to efficient snow removal operations.
- i. When a vehicle blocks or restricts access to any fire hydrant.

- j. When any wrecked, partially dismantled or junked vehicle is left or abandoned on a street, highway, or municipal parking lot.
 - k. When a vehicle is abandoned on any street, highway, municipal or other public parking lot.
 - l. When a vehicle is parked in an area which does not have time zone restricted parking and the area is posted as no parking for construction, maintenance or snow removal or street closure ordered by the Board of City Commissioners and the signs have been in place for 24 hours or more; or in an area where a time zone restricts parking and the signs prohibiting parking for construction, maintenance or snow removal or street closure ordered by the Board of City Commissioners have been in place for 12 hours or more.
 - m. When a vehicle accumulates more than three (3) parking tickets that are unpaid after 30 days and reasonable efforts to contact the registered owner have been unsuccessful.
 - n. When a vehicle is left on a street without at least one license plate attached and the registration has been expired for more than two months.
3. Whenever an officer removes a vehicle from a street as authorized in this section, the registered owner of the vehicle, if the owner can be identified and located through reasonable means, must be served as soon as practicable, personally or by leaving at his residence with a member of the household, 14 years of age or older, or by mailing, by certified mail, to his mailing address as shown by the records of the State Motor Vehicle Department, written notice that a vehicle registered to him has been impounded, together with the description of the vehicle, the reason for the impoundment and place found, and the place to which the vehicle has been removed. Such notice shall also state that, upon written demand made and filed in the municipal court within 48 hours, exclusive of weekends and holidays, of receipt of the notice, the owner of the impounded vehicle shall be entitled to a hearing before the municipal judge. Upon the filing of a demand, a hearing shall be

scheduled within ten days, exclusive of weekends and holidays, from filing of the demand. The municipal judge may order that all costs and fees be Title 12 73 refunded, upon finding that the vehicle was not lawfully impounded.

4. Any vehicle removed pursuant to the provisions of this section must be held until the cost and expense of such removal and storage are paid, unless the municipal judge finds, following a hearing, that the vehicle was not lawfully impounded.

(Ord. 4220, 8-16-88; Ord. 4642, 10-25-94; Ord. 4848, 06-24-97; Ord. 5074, 09-26-00; Ord. 5429, 06-14-05; Ord. 5720, 05-12-09)

APPENDIX III

SNOW AND ICE CONTROL MAP

COLOR CODE

Red	-	Priority One
Blue	-	Priority Two
Yellow	-	Priority Two
Uncolored	-	Priority Three

(Picture of Map on page23)

